

City of Fairfax Electoral Board
10455 Armstrong Street
(Sisson House)
Fairfax, VA 22030
(703)385.7890

SEND TO: City of Fairfax Electoral Board
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(Sisson House)
Fairfax, VA 22030

Get Involved

A rewarding way to get involved in the democracy in which our nation was founded is to serve as an election officer. Approximately 80 officers are needed to help conduct elections in the City of Fairfax.

Qualifications

- You are registered to vote in Virginia.
- You have good customer service skills, enjoy meeting people & serving the public.
- You are able to take direction & are not easily distracted.
- You do not hold elected office or are not the employee or deputy of an elected official.
- You must be available to work an 14+ hour Election Day (usually 4:45am-9pm).
- You must be willing to swear an oath to uphold the Constitutions of the United States and the Commonwealth of Virginia.

Compensation

Chief Officer: **\$200.00**
Deputy Chief Officer: **\$170.00**
Procedural Specialist: **\$170.00**
Electronic Pollbook Specialist: **\$140.00**
Regular Election Officer: **\$140.00**

Duties

Precinct Officers....

- Arrive at the polling place at 4:45am on Election Day.
- Set up voting machines, electronic pollbooks and signs to prepare the polling place for voting.
- Process voters by checking their names off lists.
- Issue paper ballots, operate voting machines & electronic pollbooks.
- Tally results, secure machines & close the polling place.

Central Absentee Officers

- Check names of voters on lists of absentee applicants.
- Record poll book & voting machine counts.
- Tally results, secure machines & close the polling place.

Training

- If you are new, we typically invite you to attend an introductory training session.
- Mandatory training classes lasting about two hours are held two weeks before Election Day.
- Supplemental online training is available.
- Extra training is available on an “as needed” basis.

Election Schedule

- General Elections are held each year on the first Tuesday after the first Monday in November.
- Primary Elections, if held, are usually scheduled for the second Tuesday in June.
- Special Elections are scheduled as necessary.
- City Elections are held on the first Tuesday in May on even numbered years.

Polling Place Assignments

Whenever possible, officers of election are assigned to their “home” precincts. However, if there are no vacancies at your polling place, you may be assigned to a nearby precinct or asked to work the Central Absentee Precinct (CAP).

GET INVOLVED IN THE
ELECTORAL PROCESS!

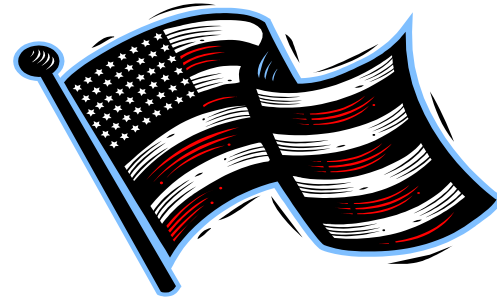
FILL OUT THE FORM ON THE
REVERSE SIDE AND SUBMIT IT
TODAY!

THANK YOU!



Work at the Polls on Election Day!

How to be an
Election Officer for
the City of Fairfax



*The strength of a democracy
depends on the level of
involvement of its citizens.*

*You are invited to share in
the responsibility of our
democracy by becoming an
Election Officer.*

☐ **YES! I want to be an Election Officer for the City of Fairfax**

Name: _____

Address: _____ City: _____

Zip Code: _____ Social Security Number: _____

Email: _____ Home Phone: _____

Cell Phone: _____ Work Phone: _____

I do not hold elected office, paid or unpaid, under the Government of the United States of America, Virginia or any Virginia County, City or Town, and am not the deputy or an employee of an elected official.

Signature _____ Date _____

☹️ Tell Us About Yourself ☹️

1. Why do you want to serve as an Officer of Election? _____

2. Do you enjoy working & interacting with diverse groups of people? ☐ Yes ☐ No

3. Do you have any professional customer service experience? ☐ Yes ☐ No If yes, please explain _____

4. Do you have any previous volunteer, board or commission experience? ☐ Yes ☐ No If yes, please explain _____

5. Are you detail oriented? ☐ Yes ☐ No

6. Are you comfortable using technology such as smartphones and computers? ☐ Yes ☐ No